Site Coordinator: Important Dates

CSL/CASA Local Immersion Vision

September: Orientations/trainings
September 14th: 8:30am-1pm, Youth to College Training, UC 128
September 16th – 20th: Service-learning orientations (check info sheet for details)

October: Reflect & Unpack
Tuesday, October 8th
12:00 – 2:00 pm: – Site Coordinators
Reflect & Unpack together, UC 104

Site Coordinators Lead Site-Specific Reflections
Tuesday, October 15
12:15 pm – 1:00pm: Carson ES, SLP Room 319
1:00 pm – Academic Club – Carson & Linda Vista ES, SLP Room 319

Wednesday, October 17th
12:15 pm – 1:00pm: Linda Vista ES, SLP Room 319
1:00 pm – 2:00pm: Chesterton ES - SLP Room 319

Tuesday, October 22nd
12:15 pm – 1:00pm: Montgomery ESL & Montgomery HW Club, SLP Room 319
1:00 pm – Holy Family, SLP Room 424

Thursday, October 29th
12:15 pm – Child Development Center, SLP Room 319
1:00 pm – Juvenile Hall, SLP Room 319

November: Reflect & Move Forward
Thursday, November 14th
12:00 – 2:00 pm – Site Coordinators reflect on semester and start thinking of the Spring semester.

December: Celebrate
Thursday, December 4th
4:00pm – 6:30pm: Celebrate all the good work you’ve done!
# Site Coordinator: Role & Responsibility

## Managing a Work-Study Site

**Before Students Start Working:**
- Speak to school contact and let them know who will be at their site. Ask if returners can go to their respective teachers. Start teacher-tutor matching process.
- Find out if they want to attend the orientation, their availability if so, and if they have any specific messages for the tutors at orientation.
- Attend the Youth to College (Y2C) Training.

**Site meeting at the Y2C Training:**
- Set intention for the year.
- Ensure tutors turn in a schedule.
- Let returners know if they can return to the same teacher and they can arrange their schedule.
- Decide on a time for the orientation (new tutors only). Notify Sophie if tutors do not show up to orientation.
- Provide and have students fill out site paperwork.
- Remind students they can’t start without turning all paperwork.

### Work-Study Orientation
- Meet at Maher 218 to ride in vans.
- Give students a tour of the school.
- Provide students with their teacher’s name, contact information, and final schedule.
- Remind students they can’t work until all paperwork is turned in.
- Make space for questions.

### After Orientation
- Turn in list of teacher-tutor matches to Sophie.
- Let Sophie know if anyone missed orientation.
- Start your office hour.
- Check-in with tutors and continuously update them (i.e., school schedule, remind them of reflection).
- Lead reflections.

### End of Semester
- Distribute and collect evaluations.
- Notify work-study’s of last day of work and last day of vans.

## Managing a Service-Learning Site

### Before Students Start:
- Email SL student group to introduce yourself, your role and remind them of important requirements.
- Call/visit/email your community partner site! Confirm the orientation information.

### Orientation
- Work with community partner & CSL on the content of orientation.
- Complete & make sure everything in orientation check list is mentioned.

### After Orientation – Mid Semester
- Start your office hours.
- Contact students who missed orientation to set up a make-up.
- For sites where students need to be cleared keep in touch with community partners and notify students when cleared.
- Keep in touch with class student-leaders (if there are any for your site).
- Check-in with SL students and continuously update them (i.e., site schedule, remind them of reflection).
- Lead reflections.

### End of Semester
- Notify SL student group last day to attend the program, last day of vans and encourage further engagement.
- Collect final hours (including date started, frequency and total hours).

## Managing a Blended Site

### Before Students Start:
- Collect schedule of returners and start working on a schedule for your site.
- Attend the Youth to College (Y2C) Training.
- Email SL student group.
- Call/visit/email your community partner site.

### Site meeting at the Y2C Training:
- Set intention for the year.
- Ensure tutors turn in a schedule (who haven’t already).
- Require new work-study tutors to attend service-learning orientation.
- Provide and have students fill out site paperwork.
- Remind students they can’t start without turning all paperwork.

### Orientation
- Work with community partner & CSL on the content of orientation.
- Complete & make sure everything in orientation check list is mentioned.

### After Orientation – Mid Semester
- Start your office hour.
- Contact students who missed orientation to set up a make-up.
- For sites where students need to be cleared keep in touch with community partners and notify SL students when cleared.
- Check-in with tutors and SL students and continuously update them (i.e., site schedule, remind them of reflection).
- Lead reflections.

### End of Semester
- Distribute and collect work-study evaluations.
- Notify all students of last day of work/service learning and last day of vans.
- Collect final hours for SL students.